

**THE NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION QUALITY PROCEDURES**

Title:	Procedure Number: 00-0000-082-01	Revision Number: 0	Date Effective: 7 May 98
Product Identification And Traceability	Prepared By:  L. Carita, M. Dockery	Approved By:  Sondra D. Gutkind	Page:  1 of 2

## 8.0 PURPOSE

To describe the actions required assuring effective compliance to product identification and traceability requirements.

## 8.1 SCOPE

This procedure applies to all Pilot Programs.

## 8.2 RESPONSIBILITY

8.2.1 It is the responsibility of the Pilot Program Department Head (PPDH) to implement this procedure.

8.2.2 The Pilot Programs are responsible for the determination of traceability requirements.

## 8.3 DEFINITIONS

Product: A result of activities or processes which may include services, hardware, processed materials, software, knowledge or a combination thereof.

## 8.4 PROCEDURE

The PPDH or designee shall ensure that the following is performed:

8.4.1 Establish and maintain where appropriate, documented procedures for identifying the product by suitable means from receipt and during all stages of production, delivery and/or installation.

8.4.2 Define the product(s) produced and document in the appropriate Pilot Program Tier 3 quality procedure and/or Tier 4 work instruction.

8.4.3 Traceability: Document in Pilot Program procedures or work instructions, methods for product traceability where traceability is a specified requirement for unique identification of individual product or batches. Record and maintain the unique identification method, when required.

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8.4.4 Record and maintain the following identifications, as required:

- 1) Assign an identification number to purchased and in-house manufactured materials intended for incorporation into finished products that require identification.
- 2) Assign a unique identification when traceability is a specified requirement, and to the extent required by the specifications, the individual products or batches.

8.5 REFERENCE

None

8.6 RECORDS

8.6.1 Identification method established in step 8.4.3, as applicable.

8.6.2 Individual product or batch identifications established in step 8.4.4, as applicable.

8.7 ATTACHMENTS

None